La Center Middle School

700 East Fourth Street • PO Box 1750
La Center, WA 98629
(360) 263-2136 • FAX (360) 263-5936
Principal – David Cooke

Student Planner 2012 • 2013

Office Hours: 7:30 a.m. – 4:00 p.m.

MISSION STATEMENT: La Center Middle School will provide for its family a safe place where nurturing, acceptance, understanding and respect go hand in hand with academic success and opportunities for personal growth.

Name: _____ Grade:_____

Class Schedule Teacher

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

"Hawks Fly High with Pride."

INTERNET USE AT SCHOOL

All students in grades K-12 may at times be accessing the Internet for academic purposes. If you do not want your student (s) to have access to the Internet at school, please notify (in writing) the office at your student's school.

Unified Classroom Rules:

- Follow Directions.
- Be ready to work when the tardy bell rings.
- Bring all required supplies.
- Respect yourself and others.

Student Honor Code:

I have a choice in everything I do, and I have a responsibility for the choices I make.

Student Supply Lists

All students are required to purchase a student planner for $6.00 through the school office.

**** All schoolwork must be done in pencil, blue or black ink, depending on the directions of the teacher for the type of assignment given. Please replenish paper and pencils throughout the school year.***

6th Grade

- 2" 3-ring binder w/5 dividers (Lang. Arts/SS)
- 1"or 1 ½" 3-ring binder w/5 colored-tab dividers (Math)
- Two (2) Pee-chee folders (Lang. Arts/PE)
- White notebook paper, college-ruled
- Continual supply of #2 pencils with erasers
- One (1) 24- pack of colored pencils (Sci.)
- Ruler–metric and standard (fits in binder)
- One (1) box of facial tissue
- Two (2) glue sticks
- **Ultra Fine-tip** permanent black marker (Sci/SS)
- Four (4) 100-page comp notebooks -college ruled (3-Sci/1-Lang Arts)
- Highlighters
- Six inch scissors
- 2-Hand-held pencil sharpeners
- Two (2) 1x2" sticky notes (Lang. Arts/Reading)
- Dictionary/Thesaurus (Lang Arts-for homework)
- One (1) Spiral notebook for Reading
- One (1) 1" 3-ring binder w/5 colored tab dividers for Advisory
- Pencil Pouch for Advisory binder

6th grade Electives:

- Choir: 2-pocket (pee-chee type) folder
- Band: Book II Accent on Achievement by Mark Williams
- Frontier Craft Fee $15.00
- Art Fee $20.00
- Robotics Fee $20.00
- One composition book & one thumbdrive for Robotics

LCMS Expenses:

Planner $6.00
ASB Card $15.00
Athletic Fee (per sport) $30.00
PE Uniform $27.00
Yearbook $25.00
Lunch Prices
Grades 6-8 ..... $2.40
Reduced ..... $ .40
Milk ..... $ .30
Breakfast $1.00
Athletic Admissions
Adults $2.00
MS students $1.00

7th & 8th Grade

- 2" 3-ring binder with 12 colored-tab dividers
- White notebook paper, college-ruled
- Continual supply of #2 pencils with erasers
- Pencil pouch (fits in binder)
- 24 standard-size colored pencils
- Black or blue ballpoint pens
- Scissors
- Highlighters
- Ruler–metric and standard (fits in binder)
- Two (2) boxes of facial tissue
- 1/4" graph paper, a protractor, and a compass for Math, are required
- One (1) 2" 3-ring binder with 5 dividers for Math
- One (1) composition book for Math
- Three (3) composition notebooks for Science
- Continual supply of glue sticks for Science
- Inexpensive calculator for Science
- One (1) 2" 3-ring binder for Science
- Lined 3"x5" index cards for 8th grade Lang Arts
- Three (3) 3x3 post it notes for Lang Arts
- Two (2) Pee-Chees for 8th grade Lang Arts
- Three (3) post it notes for Social Studies
- One (1) 1" binder w/5 colored tab dividers for Advisory

7th/8th grade Electives:

- Band: Book III Accent on Achievement By Mark Williams
- Band and Choir: black shoes and black pants or skirt for performances
- Art Material Fee $20.00
- Outdoor Ed Fee $15.00
- One journal & one 3-ring binder for Outdoor Ed
- Electronics Fee $20.00
- One (1) composition book for Electronics
- Drama: 2-pocket (pee-chee type)
- One (1) small 3-ring binder for Ed. Leadership

School Colors	**Royal Blue & White**
School Mascot	**Hawk**
School Motto	**"Hawks Fly High with Pride."**

Middle School students are admitted FREE to all home athletic events with the purchase of an ASB card.

Directory Information

Parents, and students 18 years or older, have the right to refuse to permit the designation of any or all of the categories of personally identifiable information with respect to that student as directory information. This includes addresses, birth date, birthplace, telephone number, dates of attendance, activities and sports participation, weight and height (if members of a sports team), awards received, and major fields of study. Notify the district in writing within ten (10) days of the publication of this notice. Such written notice shall be addressed to the school in which the named student is registered. **THIS IS WHAT GIVES THE RIGHT TO VARIOUS ORGANIZATIONS (COLLEGE RECRUITERS, MILITARY RECRUITERS, ETC.) TO RECEIVE CONTACT INFORMATION ON A STUDENT.**

School Closure Information

School closure and length of closure are to be determined by the superintendent. Every effort shall be made to keep school open. If necessary, due to snow or ice conditions, opening may be delayed for one or two hours. Closure or delayed starting time announcements apply to one day only and will be announced on the following stations:

KEX	1190 AM	KXL	95.5 FM/750 AM
KKCW	103.3 FM	KWJJ	99.5 FM/1080 AM
KKRZ	100.3 FM	KISN	97.1 FM/910 AM
KINK	101.9 FM	KUPL	98.5 FM/1313 AM
KATU	channel 2	KOIN	channel 6

You may also check the Inclement Weather/School Change website @ www.newsbridge.net.

School Messenger

The *School Messenger* system is used to notify parents of school delays and closures, school emergency situations, or simply to provide important information regarding school events or activities. Please contact your school office if you have any questions or want to sign up for additional phone numbers or email addresses beyond those provided at registration.

District Phone Numbers

Middle School Office 263-2136
Middle School Fax 263-5936
District Office 263-2131
Information Line.....263-1172
Elementary School Office 263-2134
High School Office 263-1700
KWRL (Bus Transportation).....225-8075
Community Education.....263-2015

La Center Middle School Staff Roster

Dr. Mansell	Superintendent
Mr. Cooke	Principal
Mrs. Richards	Secretary
Mrs. Peterson	Attendance/Athletic Sec.
Mrs. Austad	Math 6/7
Mrs. Brightbill	Lang Arts,SS 6/7,Study Skills
Mrs. Broten	Lang Arts 7/8,Leadership
Mr. Brothers	History 7/8
Mrs. Brown	Custodian
Mr. Calabrese	Band/Technology
Mrs. Calnan	Library Technician
Mrs. Cooke	Language Arts 7/8
Mrs. Cripe	Science 7
Mr. Ecklund	Science 8
Mrs. Haynes	Lang Arts,Sci 6/7, Math 7
Mr. Holland	Math 6/7/8
Mrs. Gaston	Resource Room Aide
Mrs. Dana Hantho	Cashier
Mrs. Kipp	Outdoor Ed/PE/Leadership
Mrs. Hendrix	Custodian
Mrs. Krem	Counselor
Mr. McCoy	Athletic Director
Mrs. Moore	Aide
Mr. Pritchett	History 7/8
Mr. Rice	Custodian
Mrs. Rubadue	Resource Room Aide
Mrs. Schneider	Sci. 6, Robotics, Electronics
Mrs. Shufeldt	Aide
Mr. Shucka	Math 7/8
Mrs. Slinkard	Choir/Drama/Reading 6
Mr. Sutton	Resource Room
Mr. Totten	Health/Science 6/PE
Mrs. Tuttle	K-8 Lead Cook
Mr. Westerberg	SS 6 / Art
Mrs. Whelchel	Lang Arts 6/Art
Mrs. Yurecko	K-8 Asst. Cook

La Center Middle School
2012-2013
Student Handbook

PRINCIPAL'S WELCOME

Dear Hawks,

Welcome to La Center Middle School. I am looking forward to helping the 2012-2013 school year be one of great success for you. It is my goal to have our school be a place of pride and achievement for you, as well as preparing you for the future. You are why we exist!

Please be proud of your school and help take care of it. We value hearing your suggestions, as well as your concerns. Please feel welcome to communicate with me.

It is important that you become familiar with the student handbook section that follows. You have certain rights and responsibilities here at LCMS, as well as policies that must be followed. Compliance with these expectations will help our school be one that we can all take pride in and enjoy our time here as well. HAVE A GREAT YEAR!

Mr. Cooke

Handbook

WE BELIEVE ALL STUDENTS CAN LEARN

We believe that effective teaching and learning takes place when:

- Instruction addresses a variety of learning styles, diverse experiences and cultures.
- The teaching environment is conducive to learning.
- A safe supportive environment with rules and consequences is reinforced by a school-wide discipline plan.
- High expectations for behavior, academics and social relationships are fostered.

We believe:

- Administrators, teachers, staff, parents and community need to be positive role models.
- There must be open lines of communication among the school, home and community utilizing all available resources.

SCHOOL-WIDE LEARNING EXPECTATIONS FOR STUDENTS

At La Center Middle School, we strive to develop:

- **Intellectual and thoughtful adolescents who:**
  1. Strive to improve basic skills of reading, writing, listening, speaking and communicating.
  2. Apply complex problem-solving processes and critical thinking to real-life scenarios.
  3. Ask relevant questions and search for answers using a variety of resources.
  4. Examine situations from different points of view.
  5. Convey ideas of personal significance written, orally, and artistically.

6. Use technology as a tool to gain and share information.
7. Produce original and quality work in various media.

- **Adolescents en route to a lifetime of meaningful work who:**
  1. Set, pursue, and accomplish realistic and challenging goals for themselves.
  2. Show resilience, accept new challenges, and persevere despite setbacks.
- **Responsible citizens who:**
  1. Practice honesty and integrity.
  2. Contribute time, energies, and talents to improve the quality of life in school, community, nation, and world.
- **Caring and ethical adolescents who:**
  1. Use cooperative and leadership skills to foster, develop, and maintain relationships with diverse settings.
  2. Gain insight about self, land, and cultures of the world in order to demonstrate positive and productive citizenship
- **Healthy adolescents who:**
  1. Use strategies to create a positive self-image.
  2. Participate in activities that promote mental, physical, and emotional well being.

STUDENT JOB DESCRIPTION

1. Report to class on time and attend daily
2. Be prepared for learning by bringing student planner and learning materials to class (Examples: paper, pencils, notebook, textbooks, disk or jump drive).
3. Participate in the learning activities as directed by the teacher. (Examples: ask questions, respond to questions, read and think about the content, involve self in group activities)
4. Complete and turn work in on time.
5. Treat all others with respect and dignity. Expect to be treated with respect.
6. Follow the classroom, school and, district rules and policies. Ask any adult if you are uncertain.
7. Follow adult direction from school district employees, parent and community volunteers
8. Be responsible for your behaviors and consequences for unacceptable behaviors.
9. Exhibit pride in self, others, school, and community with appropriate attitude, behavior, vocabulary and dress.

ACADEMIC ACCOUNTABILITY PROGRAM

La Center Middle School students are required to meet certain academic requirements to be promoted to the next grade level. Promotion points are earned for achieving at least a C- grade in core classes (Math, Language Arts, Science, and Social Studies). The student's semester grade point average (GPA) is also added as promotion points to their total. In addition, a student can earn two promotion points for each section of the MSP on which they meet standards.

Students who have earned the required number of promotion points will be promoted to the next grade level. Students who have not earned the required number of promotion points may still qualify for promotion by passing the entrance exam for the next grade level. Students will have the opportunity to take the exam over the summer break (June & August).

ACCIDENTS

When an accident occurs, it must be reported at once to the staff member in charge, who will then report it to the office. An accident form will be filled out and filed in the office.

ASB CARDS

Students may purchase an ASB card, which supports various student activities. The cost of the ASB card is $15.00. Students who have purchased ASB cards are admitted to home athletic events without charge, and are eligible for discounts to other school activities.

ATHLETICS

The primary objective of the athletic program at La Center Middle School is to promote the physical, mental, social, emotional and moral well being of our students. Good sportsmanship and team play are key elements of our program.

In addition to the $30.00 athletic user fee and $15.00 ASB card fee, **which must be paid before the first game**, to be eligible to participate, each student must have on file in the office a completed Athletic Packet. A physical examination is a required part of the complete packet.

The following sports are offered to seventh and eighth grade students:

Cross Country
Football
Girls Volleyball
Wrestling
Girls & Boys Basketball
Track

An athlete must maintain at least a 2.0 grade point average with no failing grades. Grades shown in the semester column of Skyward are used to calculate the grade point average. Students who fail to meet the LCSD grade requirement will be put on probationary eligibility for three weeks. A student may only be placed on probationary eligibility once per season. If a student's grades have not improved after three weeks, the student will be declared ineligible to participate in interscholastic contests. The ineligible student will retain this status until they meet the grade requirement. Grade checks for ineligible students will be done on the first day of the week at the student's request. Ineligible students may still practice, but cannot travel with the team. Grades will be checked for eligibility purposes at the beginning of each season, three weeks into the season, and six weeks into the season. If a normal grading period happens to fall within a reasonably close proximity to one of these times, then grades will be checked at that time. Each head coach will determine how long an ineligible athlete may remain on the team.

Athletes must be in attendance at school all day to participate in practice or a game. Prior approval (pre-arranged absence form) for medical or dental appointments, or other extenuating circumstances is needed for exception to this rule.

Students who are removed from class for disciplinary reasons are not eligible to participate in after school practices or contests on that day.

Students who do not return an athletic uniform, or fail to pay for a missing uniform will not be eligible to participate in future extracurricular activities.

ATTENDANCE

Regular attendance and punctuality in school is vital for the academic success of students. All of our classes stress student participation on a regular basis. Participation points are awarded in every class. Teachers will explain to students the manner in which participation points will serve as a basis for grading. No single factor may interfere with a student's progress more quickly than frequent absences or tardiness to class.

If a student is ill or must be absent from school, parents are asked to call the school before 9 a.m. The middle school phone number is: (360) 263-2136. If the office has not been notified of a student being absent the Student Message System will call home and/or send an email message if the school has an email address on file.

Students who have an unexcused absence must bring a note to the office upon their return. The note must state the date of the absence and be signed by a parent. Failure to provide the office with an approved excuse within two school days will result in an **unexcused** absence. **Unexcused** absences will be treated as truancy. Any missed school work for an unexcused absence may not be submitted for academic credit.

Based on state attendance laws, students with multiple absences due to illness may be required to obtain medical excuses.

Court Petitions

State law mandates that schools file petitions with courts when a student accumulates ten unexcused absences in a school year. If La Center Middle School does not hear from a parent via a phone

call or signed note with the date of the absence, an absence is determined to be unexcused. To ensure our attendance records are accurate before filing a petition, a letter will be sent after the first, second and seventh unexcused absence in a month and after the tenth unexcused absence in a school year. If you receive such a letter, please send a note of explanation or phone the school to change the status of the unexcused to an excused absence.

Planned Absences

Students who know in advance of absences should pick up a pre-arranged absence form in the office at least one day in advance of the absence. This form must be signed by the student's parent and teachers and then **be returned to the office for the absence to be excused**.

Make-up Work

For each day of an excused absence, a student will be allowed two school days to make up assigned work. Special circumstances, such as extended illness, may require modification. **The two-day make-up policy does not apply when due dates or testing dates are known in advance.** As an example, if an English report was assigned a week ago to be due on a specific date, being absent before the deadline does not extend the deadline. Also, being absent on the day the assignment was due does not provide two extra days. The assignment will be due upon return to school. The same concept applies to exams. Students are expected to make arrangements with the teacher immediately upon return to school to make up the missed exam.

Early dismissal/Late arrival

Students leaving school prior to the end of the day are required to check out through the office. Students will not be given permission to leave campus during the school day without parent permission. If a student arrives to school after classes have begun, they should report to the office prior to going to class.

CLOSED CAMPUS

For the purpose of student security and safety, La Center Middle School is a closed campus. Students are not permitted to leave campus during the school day without permission from the office. Once students arrive on school grounds, they are expected to remain on campus until school is dismissed for the day, or permission from the office has been given. Students riding busses to school are not permitted to leave school grounds after exiting their bus.

Student visitors are not permitted during the school day.

DANCES

Middle School Dances will generally be scheduled from 3-5 p.m. To attend a middle school dance, the student must submit a dance permission slip, signed by a parent or guardian. In order for the office to have time to compile the dance attendance roster, verify permission slips, and prepare for refreshments, all forms must be turned in by the designated time on the permission slip. **Phone calls, notes or faxes will not be accepted.**

As a safety precaution, students attending a dance are required to remain at the dance until its conclusion unless picked up by parents or guardians, or other prior arrangements have been made with the office.

Note: Students on suspension, including in-school suspension, or those removed from class for disciplinary reasons on the day of the dance, are not permitted to attend.

ELECTRONIC DEVICES

CD Players, personal listening devices, cell phones, and personal game devices may be used before 8 AM and after 3 PM only. They should be left off and not visible during school hours. On occasion, teachers may allow the use of electronic devices in specific classes. **Bringing these items to school is strongly discouraged** and students who bring them do so at their own risk. **Our staff cannot be held responsible for their loss or theft** and will not

pursue their recovery if they are missing or stolen due the extensive amount of time typically involved.

Classroom phones may be used only with the teacher's permission, and are not to be used for social calls. Students who need to contact a parent during the day are welcome to use a phone in the office. Parents who need to contact students should call the office and a message will be passed along to the student.

Disruptive devices or any phone that rings or is out during the school day will be confiscated and appropriate disciplinary action taken.

1st Offense:	Student may pick up from office at the end of the day
2nd Offense:	Parent pick up at the office
3rd Offense:	After School Detention
4th Offense:	Friday School

FIRE & OTHER SAFETY DRILLS

Fire and earthquake drills are practiced consistently. All students will leave the classroom by prearranged exits. Students sitting next to the windows should close them, and the first student to the door is expected to hold it open for the others and shut it once everyone is out. Students are expected to leave the building in an orderly and quiet manner so that further instructions from the teacher may be given if needed. Students must line up and stand in single file lines with their own class. Other safety drills, including lock downs and/or evacuation drills, will also be held.

IMMUNIZATIONS

La Center Middle School follows the State of Washington student immunization law, which requires all students to be adequately immunized according to their age and grade level. Proof of immunization status must be presented to the school on or before the first day of school attendance. This information must be recorded on a Washington State form signed by the parent/guardian. Exemptions are available for medical, personal or religious reasons. Please keep in mind that if an outbreak of vaccine-preventable disease for which that student is exempted should occur, the student will be excluded from school for the duration of the outbreak.

INSURANCE

Student insurance is available through the school. Information will be provided to each student at the beginning of the school year and as new students enroll. Claim forms are available in the office. Premium charges are always subject to change.

LATE WORK POLICY

Schoolwork is expected to be completed and turned in when due. The school-wide policy for late work is that assignments will be accepted no more than one day late and will have the score reduced by 25% of the total points earned (not the total points possible). Exceptions for rare or extraordinary circumstances may be made at the teacher's discretion. Additionally, teachers will have the option of not accepting late work from students who have demonstrated a chronic or repeated pattern of turning in assignments late.

LOCKERS

Student lockers are the property of the school district. Students are responsible for keeping them neat and orderly. The school district retains the right to inspect student lockers at any time. The school district assumes no responsibility for items of value that are stored in lockers.

Students should follow the following guidelines for locker use:

1. Use only the locker assigned to you, students are not allowed to share lockers.
2. All books and backpacks must be kept in lockers when not in use. Please do not leave them in the hallways.
3. Do not tamper with another person's locker.
4. Locker exchanges with other students are not allowed.
5. Gym lockers require a padlock. Only school-issued padlocks are to be used. There will be a

$6.00 fee assessed for any padlock not returned at the end of the year.

6. Keep your lockers locked at all times.
7. Students who fail to follow the rules regarding lockers will lose the privilege of having a locker.

LOITERING

Students must leave school at the end of the school day with the exception of staying for study hall, sports or a school activity that you have signed up for. Loitering in any area of the building or school grounds that is unsupervised is not allowed at anytime.

MEDICATIONS AT SCHOOL

Prescription and over-the-counter medications which must be given during school hours require a written signed authorization form completed by a parent and physician. Authorization forms can be obtained from the school office.

Medications must be supplied in the original container and have a pharmacy label with instructions that match the physician's written authorization. This applies to over-the-counter and prescription medications and includes such items as aspirin, ibuprofen, cough drops, inhalers, etc… Schools may only accept a 20-day supply of a given medication. The medication must be transported to school by a parent, where it will be counted and signed for by the parent and school staff member.

Trained school staff may only administer oral medications, which includes inhalers. No medications may be administered by eye, ear, skin, or injection except for an epi-pen injection, which may be administered by a trained staff member in a life-threatening emergency.

We understand that some students may need to carry and self-administer insulin, asthma inhalers, and/or epinephrine. A middle school student who carries and self-administers these medications must have an EXCEPTION FORM completed in addition to the standard Authorization for Administration of Medication at School form. A backup supply of the same medication provided by the parent/guardian must be kept in the office.

Students are expressly prohibited from delivering to other students, or accepting from other students, any prescription or non-prescription medications, dietary supplements, vitamins or other prohibited substances. To do so is considered a serious rule violation and grounds for suspension from school.

The above is in accordance with Washington State Law and La Center School District policy.

REPORT CARDS

Student report cards will be issued at the conclusion of each semester. Students will generally earn a letter grade from "A" to "F" although a pass/no-pass system may be used in rare instances. Parents and students are encouraged to use Skyward for the most up to date grades. Contact the middle school office if you do not have your Skyward password.

Report Card Dates:

End of 1st Semester – January 24
2nd semester begins January 28 and ends June 11

Report cards will be mailed home at the end of each semester. Hard copy progress reports are available throughout the year for those who do not have internet access. Please contact the middle school office at 263-2136 to request this service.

Parents can access grades and attendance through the web-based Skyward **@www.lacenterschools.org.** Contact the middle school office if you have not received your password.

Conferences

There will be two conferences in the 2012-13 school year. In October we will have a traditional parent teacher conference where parents will meet your child's teachers and discuss their early progress to the year. In March LCMS will have a Student Led conference where your child will give a

presentation on their year so far, goals and academic and career plan. Students must complete their conference in order to pass their Advisory class. Please contact Mr. Cooke if you would like to know more about the conference.

SCHOOL WEBSITE

Information about school events, procedures, important dates, and individual teacher's web pages can be accessed at the school website:

www.lacenterschools.org

Parents can access grades, attendance and other information through the wed-based Skyward system. Usernames and passwords are available in the Middle School office.

SNACKS/BEVERAGES

Water is the only beverage allowed at school. Students must carry water in clear containers.

Chewing gum or Energy drinks/mints are not allowed.

STUDENT GOVERNMENT

You are a member of the La Center Middle School Associated Student Body (ASB). The governing body of the ASB is the Executive Council, which is made up of the Executive Officers and representatives from each homeroom and club. The Executive Officers are responsible for approval of ASB expenditures, activities and fundraisers. The elected Executive Council shall consist of three eighth graders, three seventh graders and three sixth graders. The Executive Council members who will serve in the positions of President, Secretary and Treasurer will be determined by the Executive Council at the first regular meeting of the Executive Council.

Elections are held in the spring for these offices. All sixth and seventh grade students who have maintained a 3.0 GPA are eligible to run. Officers must maintain a 3.0 GPA throughout their time in office and purchase an ASB card.

Purpose of Student Council

1. To teach and develop citizenship through democratic practices.
2. To provide an opportunity for active participation in the organization and management of school activities.
3. To further interest in all school activities.
4. To cooperate in promoting the general welfare of the school.
5. To solve problems at school.

Responsibilities of Homeroom and Club Representatives

1. Represent their homeroom or club at Student Council meetings.
2. Report back to homeroom or club, topics covered during Student Council meetings for discussion.
3. Homeroom and Club Representatives are elected each semester.

SUPERVISED STUDY HALL

Supervised study hall is available to all students during the following hours:

Wednesdays – 3-4 pm
Thursdays – 3-4 pm

Students who do not behave in study hall or do not work will not be allowed to attend future study halls.

There will be no study hall on early dismissal days or the day prior to a holiday. All students must come prepared with materials to work on.

Reasons to attend:

1. To get additional help with homework.
2. To retake a quiz or test.
3. Supervised study hall provides a good environment to study and work.
4. Academic probation

Student responsibilities:

1. For supervised study hall, students should report to the supervising teacher within five minutes of the last class (3:00 p.m.) They should use the restroom before reporting.
2. All students will sign in on the roster, including their reason for attendance and what they will accomplish in that hour.
3. All students are expected to have completely and correctly filled out their student planners. This is to help them, the teacher, and their parents in creating a plan of action for improving the students' academic performance.
4. Students coming solely to take quizzes or tests, or attending of their own choice, may leave as soon as they are done.
5. Students are expected to work quietly and diligently the entire time they are in attendance.
6. Students may work together only with the permission of the attending study hall teacher.
7. Students are expected to ask the study hall teacher for help with work they find difficult or may not understand.
8. Students who need help from a teacher other than the study hall teacher will check in at the beginning of study hall before reporting to the other teacher. They will report back by the end of the hour with a note signed by the teacher who was helping them.

Study hall teacher responsibilities:

1. Take accurate attendance.
2. Help students to understand and finish work.
3. Maintain control and a quiet productive atmosphere.
4. Check students' progress towards achieving their daily goals.
5. Check students' planners for completeness and help students better utilize their planners and time.

TEXTBOOKS AND LIBRARY BOOKS

Classroom textbooks and library books are the responsibility of the student. Students will be charged the **replacement** cost plus 25% for books or other materials that are lost or damaged. Students may be excluded from special activities if overdue library books are not returned or paid for.

VALUABLES

Students are asked to leave items of great value at home. Large amounts of money are at risk of being lost or stolen. The school assumes no responsibility for valuable items that are lost or stolen.

Items not allowed

The following items are not permitted and may be confiscated and held for parents to pick up:

- Skateboards or roller skates
- Toys, card collections, etc…
- Laser pointers
- Any item which causes disruption in classroom or common areas
- Personal game or music devices

Possession of lighters or matches is grounds for disciplinary action.
Unlawful discharge of a laser toward a school bus driver while performing his or her official duties is a 1st Degree Class "C" felony.

SCHOOL DISTRICT POLICY PROHIBITS SKATEBOARDING ON SCHOOL GROUNDS AT ANY TIME.

VENDING MACHINES

Access to the machines will follow the times permitted by school board policy. Open containers are not allowed in lockers and machines may be removed if litter around the campus becomes a problem.

STUDENT CONDUCT

"It is never the wrong time to do the right thing."

It is the goal of La Center Middle School to have 100% of our students described by these three words: courteous, respectful and responsible. The manner in which we present ourselves and represent our school and community will always be a priority.

There are times, unfortunately, when students will choose to conduct themselves in a manner disruptive to the educational environment of our school. The following guidelines and procedures were developed to help students make positive choices and to resolve situations when wrong choices are made.

GUIDELINES FOR SUCCESS

Four guidelines for success have been established that focus on your role here at school and our student honor code, "I have a choice in everything I do, and I have a responsibility for the choices I make":

1. Be responsible.
2. Strive for excellence.
3. Cooperate with others.
4. Treat everyone with respect.

STUDENT ROLES AND RESPONSIBILITIES

As La Center Middle School students, you have a considerable responsibility for your education. The school personnel are willing and able to help you succeed, but you must determine the level of effort you will give. By state law, as a student in the public school, you are responsible for three important things:

- **To pursue your required course of study (hopefully with vigor).**
- **To comply with the school rules.**
- **To submit to the authority of school personnel.**

In the classroom, students must follow the classroom rules. Teachers' practices may differ, so each teacher will communicate how students are expected to conduct themselves in class and the consequences for not doing so.

In the halls, cafeteria, commons, outside and on busses, students must behave in ways that respect the physical safety and feelings of themselves and others. Running in the halls, harassing other people, and using vulgar language are examples of behaviors that will not be tolerated.

Teachers will determine whether or not gum chewing will be permitted in their classrooms. Gum will not be allowed in science labs using chemicals, while working with computers, in the library or in physical education classes. Gum must be discarded in trash containers, not on the ground.

Cheating/Plagiarism and Forgery

Cheating or forgery in any form is a violation of school rules. Cheating/plagiarism includes copying another person's work or answers, with or without their permission, and submitting it as your own. Providing answers or work for another student to copy is also considered cheating and subject to the same consequences. Consequences for cheating, at a minimum, will be a zero on the assignment, test or quiz, with repeated incidents being referred to the principal for other disciplinary action.

Submitting any document with a forged parent or guardian signature is a violation of school rules, which will result in disciplinary action.

Dress Code

Students and their parents have the primary responsibility for determining student attire within the guidelines established. Dress or appearance that has the potential for causing disruption is not permitted. Clothing or accessories that advertise, promote or depict alcohol, tobacco, illegal drugs, or violence are prohibited. Display of profanity, vulgarity, or sexual innuendo is prohibited.

Clothing

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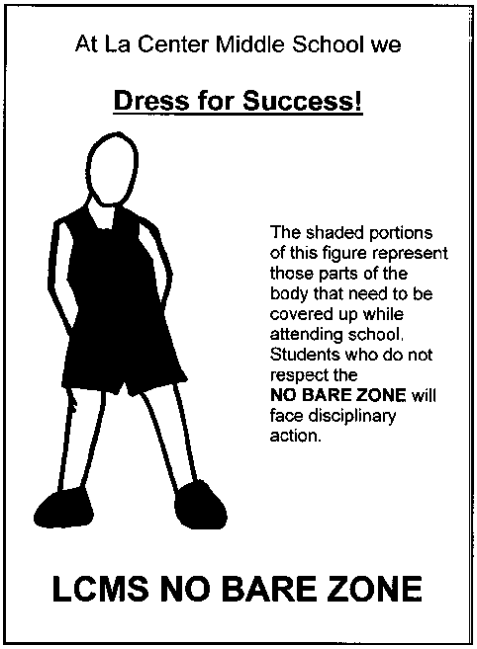
Clothing which is excessively revealing is not appropriate for school. Any attire, which exposes a student's midriff or cleavage at any time, is not permitted. “Tube” tops, halter-tops, spaghetti straps, tank tops with straps narrower than one inch or clothing with excessive holes or holes in revealing locations are not permitted. Shorts/skirts are permitted, but may be no shorter than the extended reach of the student, regardless if leggings are being worn. For safety and health reasons, students must wear appropriate footwear at all times while at school. Underwear should not be exposed or worn as outerwear.

With the exception of theme-related items on spirit days, **hats and other head coverings are not to be worn inside school buildings at any time.** Exceptions will be made if the head coverage pertains to a student’s religious beliefs.

The following are examples of inappropriate attire or accessories at LCMS

- Muscle shirts, cut off sleeves, inappropriately torn clothing, clothing with holes
- No holes in jeans/pants above the knees
- Pajama bottoms
- Clothing that is drawn on with markers
- Metal-spiked wristbands or other jewelry
- Sunglasses should not be worn inside except for a medical reason
- Writing on skin or clothing with markers or pens is not permitted
- Sagging and long-crotch clothing are not acceptable due to their association with gangs and weapons. Police inform us that these types of pants provide places for hiding weapons. It is our belief that things imitated can eventually become accepted by a person and that our students should not strive for that look.
- Leggings may be worn with clothing over them that meets the appropriate length as stated above.



This is not an inclusive list. Any clothing, makeup or accessory which detracts from instruction is not appropriate. We request our parents and students to use their best judgment and if questions arise, please ask our staff.

The principal or his designee will have the final decision as to the potential for disruption at school and the requirement that the attire be changed. Students wearing inappropriate attire who do not have appropriate attire available at school may be sent home to change. Repeated incidents of wearing inappropriate attire will result in disciplinary action.

PE UNIFORMS

All students are required to wear uniforms for their physical education class. These uniforms are available in the office for $27. Hoodies and sweatpants are also available for an additional fee**. This is the only outfit that can be worn for PE. Failure to wear this uniform will lead to loss of participation points.** Students who are on free and

reduced lunch may contact the office to receive a uniform at a reduced price.

Field Trips

We offer a number of learning experiences off campus each year in the form of field trips. It is crucial that students conduct themselves in a proper manner at these events; therefore students receiving disciplinary action at anytime 2 weeks prior to a field trip can be excluded. Refunds cannot be made for students excluded for disciplinary reasons.

Fuel to the Fire Policy

Students are required to immediately leave the area where a fight or other altercation is taking place. Students who watch or encourage a fight may be subject to suspension or expulsion.

Guest Teachers

There will be occasions when, in the absence of the regular teacher, class will be taught by a guest teacher (sometimes referred to as a substitute teacher). La Center Middle School students are expected to cooperate fully with guest teachers and provide any help they can to make the class period go smoothly. Our goal is that when guest teachers finish their assignment, they will be able to report the outstanding experience they had working with our students. Any student removed from class by a guest teacher will receive two detentions.

Harassment/Bullying

In accordance with La Center School District Board Policy No. P 3207, La Center Middle School is committed to providing a safe and civil educational environment. Students, employees, volunteers, and patrons are entitled to be free of harassment, intimidation, or bullying. These actions are defined as any written, verbal, or physical act which:

- physically harms a student or damages the student's property, or
- substantially interferes with a student's education, or
- creates an intimidating or threatening educational environment, or
- substantially disrupts the orderly operation of the school.

These actions are considered severe misconduct. False reports or retaliation for harassment, intimidation and bullying are also considered violations of this policy. It is important that students who believe they have been subject to harassment, bullying, or intimidation immediately report it to a staff member.

Students who bully or harass another student will be placed on a contract stating what the misconduct is and the consequences if the bullying continues.

Cyber Bullying

Bullying that occurs outside of school and or on social media is subject to discipline at school as it impacts a child's safety at school. Threats on the internet will be reported to the police.

Insubordination

Students are required to follow reasonable directives of school personnel. Failure to comply or willful defiance is considered exceptional misconduct. Insubordination could result in suspension or expulsion for a first offense. This includes refusing to work in class after being directed by a staff member to do so.

Public Display of Affection

We understand that some of our students will reach the point in their lives that parents allow dating. However, there must be acceptable limits on public display of affection while at school or school events. The only appropriate public display of affection at LCMS is holding hands. Students

who continue to publicly display affection will face disciplinary action and parents will be notified.

Tardies

Tardiness to class is not only disruptive to the educational process, but may also be an indication of a lack of responsibility and self-discipline. Students are expected to report to their assigned class and be at their workstation with all learning materials before the tardy bell rings. Students who are habitually tardy will be subject to disciplinary action.

Students who arrive late to school must check in with the office prior to going to class.

DISCIPLINE PROCEDURES

According to state law, students at school are expected to follow rules and regulations, submit to the authority of school personnel, and pursue their required course of studies. Disciplinary action for misconduct has a two-fold purpose. It is intended to both give students an opportunity to learn from their mistakes, and also to protect the educational environment. Attempts will be made to work with students to correct misconduct in the least restrictive manner, but those who engage in severe or chronic misconduct may be subject to suspension or expulsion. Following are examples of violations warranting immediate referral to the principal:

- Abusive language or gestures/Flagrant disrespect
- Fighting
- Violent conduct
- Bullying, intimidation
- Drugs/Tobacco or look-a-likes
- Firearms/Weapons
- Skipping/Truancy
- Assault/Battery/Threat of physical harm or abuse
- Extortion
- Sexual/Malicious harassment
- Vandalism
- Theft
- Disrupting assembly
- Gambling
- Unsafe behavior/Horseplay
- Immoral/Obscene conduct
- Vulgar or profane language
- Discharge of fire extinguisher or alarm
- Trespass upon or refusal to leave school property when asked by school authority

Progressive Discipline

Progressive discipline refers to a process of determining appropriate disciplinary action based on the seriousness of the misconduct, the number of previous incidents, and the time frame within which the incidents occurred. Listed below are examples of the disciplinary steps most commonly used.

Progressive steps commonly used by staff:
Warning; student-teacher conference; student-teacher-principal conference; parent contact or conference; detention; classroom removal; referral to principal.

Progressive steps used by the principal:

Probation, detention or service; Friday School, short-term suspension; long-term suspension; expulsion.

Exceptional Misconduct (WAC 18-40-260)

School Board Policy and Procedures 3241P identifies behavior which is considered "exceptional misconduct". This type of violation of school rules is considered to be so severe that immediate imposition of suspension or expulsion is warranted. The following is a list of "exceptional misconduct" violation and consequence ranges for each:

- **Possessing and/or using alcohol, illegal or chemical substances**
  - Minimum: Short-term Suspension, prosecution referral
  - Maximum: Expulsion (90 days), prosecution referral
- **Threatening or verbal abuse, fighting or fighting words**

- Minimum: Short-term Suspension
- Maximum: Long-term Suspension (90 days)

- **Setting fire or damaging school property/devices**
  - Minimum: Short-term Suspension
  - Maximum: Long-term Suspension (90 days)
- **Possession and/or using weapons or explosive devices including firearms**
  - Possession of weapons on school property will result in a mandatory one-year Expulsion
  - Subject to appeal or modified by the Superintendent on a case by case basis
  - Parents and law enforcement will be notified
- **Possession and/or using tobacco products**
  - Minimum: Short-term Suspension
  - Maximum: Long-term Suspension (90 days)
- **Disrupting the educational process**
  - Minimum: Short-term Suspension
  - Maximum: Long-term Suspension (90 days)
- **Refusing to follow reasonable directives of staff**
  - Minimum: Short-term Suspension
  - Maximum: Long-term Suspension (90 days)

STUDENT GRIEVANCE PROCEDURES

What should a student do if they feel a directive or disciplinary action by school personnel is unfair or unwarranted?

1. Comply with the directive. Do not actively or passively contest, challenge, or argue with the staff member. To defy or not comply will result in disciplinary action of a more serious nature. If this be the case, it is necessary to report it. It is not in the best interest of the student to openly defy reasonable directives from staff members or to argue with the staff person, especially in the presence of other students. (If the directive or action would require the student to do something illegal or immoral it must be reported.)
2. Request an appointment with that staff member to discuss the issue. This request should be made respectfully and demonstrate a willingness to work together to resolve the issue. Both student and staff must be willing to acknowledge their responsibility in the issue and also their obligation to see it resolved. This meeting should not take place during class time. The staff member will arrange a time when the two can meet to resolve the issue.
3. If the issue is not resolved by meeting with the staff member, the student may then request a meeting with the principal, realizing that the initial action taken by the principal will most likely be a joint conference with both parties involved. It must be understood that the principal will not be supportive of a grievance made by a student who acted inappropriately with respect to numbers 1 and 2 above.

If necessary, other individuals may be called to participate in the resolution process, e.g., parents, neutral staff members, student representatives. This will only happen if it is deemed essential for reaching agreement. Resolving conflict is directly connected to three of our four Guidelines for Success: be responsible; cooperate with others; treat everyone with respect. Again, both parties have a responsibility to work in good faith toward resolution of the conflict.

KWRL TRANSPORTATION

Discipline Procedures

Pre-ticket misbehavior: When misconduct occurs, the bus driver will make every attempt to change the behavior of the student prior to issuing a referral. Except in the case of serious misconduct, drivers will make every attempt to resolve problems directly with students and their parents. Calling home, assigned seating, and parent-student-driver conferences are interventions that may be used prior to sending a bus referral to the principal. If the misconduct is not corrected, the following progression of disciplinary action will be imposed, although some infractions may warrant skipping to a more serious consequence.

A. First Referral: A meeting is held between the administrator and student; discipline at the discretion of the administrator.

B. Second Referral within a 60-day school period: A meeting is held between bus driver, student and administrator. Student will normally receive a one to three day suspension from the bus as determined by the administrator.

C. **Third Referral within a 90-day school period:** Student will receive a three to five-day suspension from the bus as determined by the administrator.
D. **Fourth Referral within a school year:** Student will receive a one to four-week suspension from the bus as determined by the administrator.
E. **Fifth Referral within a school year:** Student will receive a long-term suspension or expulsion from the bus as determined by the administrator.*

* Students who are suspended from a bus are suspended from all busses for the time of the suspension.

Emergency Suspensions: There may be unusual circumstances when a driver feels a student's misbehavior is so serious that it places in jeopardy the safety of that student or other students, and does not think that student should be allowed to ride the bus the next morning. In those cases, the driver needs the approval of KWRL Dispatcher/Assistant Director of Transportation. The parent must be contacted. A meeting with the administrator should occur the following day.

La Center School District #101 School Board Procedures: Student Conduct on Busses

Any misconduct by a student, which in the opinion of the bus driver or bus supervisor is detrimental to the safe operation of the bus, shall be sufficient cause for the principal to suspend the transportation privilege.

Rules of conduct for students riding buses:

1. Students shall obey the driver and any aide assigned to the bus by the district.
2. Students shall ride their regularly assigned bus at all times, unless written permission has been granted by school authorities to do so otherwise.
3. No students shall be permitted to leave the bus, except at their regular stop, unless permission has been granted by school authorities.
4. Each student may be assigned a seat in which they will be seated at all times, unless permission has been granted by school authorities.
5. Students shall (1) sit properly in their seat, (2) not throw anything on the bus, (3) keep their hands to themselves, (4) be courteous to other passengers, (5) not talk loud or make other noises.
6. Students are to assist in keeping the bus clean by keeping their waste paper and other trash off the floor. Eating on the school bus is not permissible without the permission of the driver.
7. No student shall smoke, light matches or lighters, or use any type of flame, sparking or exploding device on the school bus.
8. Students shall not have in their possession any alcoholic beverage, marijuana, narcotics, stimulant drugs, or drug paraphernalia or any other over the counter drug that is used outside of the normal customary guidelines for that drug.
9. Electronic games or trading cards or other collectibles that cause a disruption may be confiscated.
10. Windows shall not be opened without permission of the driver. No student shall extend any body part out of the windows whether the school bus is in motion or standing still. Students must not throw anything out the windows.
11. Students must see that they have nothing in their possession that may cause injury to themselves or another, such as sticks, breakable containers, balloons, straps, or pins extending from their clothing. Also, no animal, reptile, fish or fowl is permitted on the bus, except seeing-eye dogs.
12. All firearms, pellet guns, bb guns, dart guns, or any device that discharges a projectile are not allowed. Likewise, knives, clubs, throwing star, num-chucks, and any item commonly considered to be a weapon are banned. Even ordinarily approved items, such as textbooks or backpacks, may not be used in a manner that is likely to be injurious or disruptive.
13. Aerosol devices may not be discharged on the bus.
14. Skateboards, folding scooters and bikes are not to be brought on the bus.
15. Bullying or harassment is not allowed and students are subject to additional penalties and provisions of school district policies.

16. School projects that cannot be placed in a backpack or safely secured may not be transported on the bus. Music instruments are allowed but must be placed safely in the same seat compartment as the student owner.
17. All items or behaviors that are banned or not approved at school are also disallowed on the bus.
18. Each student must see that their books and personal belongings are kept out of the aisle. Special permission must be granted by school authorities to transport large items.
19. Students should not talk to the driver more than is necessary and avoid shouts, screams, whistles, burps and other noises that would distract a driver. Students shall refrain from using vulgar or obscene language.
20. No student shall sit in the driver's seat, nor shall any student be to the immediate left or right of the driver while the bus is in motion.
21. Students shall remain seated while the bus is in motion and shall not get on or off until the bus has come to a full stop.
22. Students shall leave the bus in an orderly manner. They must not cross the highway without verifying that it is safe to proceed and until given consent by the driver. When boarding or leaving the bus, students must be in view of the driver at all times. Students shall cross the highway only in front of the school bus and never behind it.
23. Students must arrive at the bus stop on time, (5 minutes before bus arrives), and must not stand or play on the roadway while waiting for the bus to arrive.
24. Self-discipline should be exercised by the students at the bus-loading area. Students will refrain from pushing and shoving other passengers, or engaging in other unsafe activities.
25. Students who have to walk some distance along the highway to the bus-loading zone must walk, where practical, on the left-hand side facing the oncoming traffic. This will also apply to students leaving the bus-loading zone in the evening.
26. Students are not to run errands between the bus stops and home. (For example, a student running behind a bus to cross a busy street to get mail creates an extremely dangerous situation.)
27. In the event of an actual emergency, students must follow emergency exit procedures as established by emergency exit drills which are discussed and practiced each year.
28. The school district will be reimbursed by parents or the students for damage to school buses resulting from student misconduct.
29. Failure to abide by these rules may result in the loss of bus riding privileges.
30. Parents are reminded that cars and other motor vehicles must stop for school buses loading and unloading children when the bus's stop sign is out and the bus's red lights are flashing. Please help us by reporting violators and by talking to your student about why it is important for all of us to practice safe driving techniques… especially when children are present.